

Certification of FTE for School Fiscal Year 1999-2000 Schoolsite Employees Performance Bonus and Certificated Staff Performance Incentive Act Awards

CERTIFICATION MUST BE RECEIVED NO LATER THAN FEBRUARY 1, 2001

Senate Bill 1667, Chapter 71, Statutes of 2000, requires that the California Department of Education (CDE) ask school districts, county offices of education, and charter schools to use their local record keeping systems to "...certify the number of full-time equivalent employees employed as of the second principal apportionment in the 1999-2000 school year at each school site under their jurisdiction."

- In order to determine the number of full-time equivalent employees (FTE) employed as of the second principal apportionment, the district/county office or charter school, as appropriate, must determine the number of funded FTE positions at the school site as of June 23, 2000.
- Using the definitions below, calculate the number of FTE positions for the schools listed on the reverse side of this page. Pay warrant records, work schedules and financial records, computerized data files, or the CBEDS web site (see enclosed memo) may be used as reference. Complete the form by indicating the number certificated FTEs, classified and all other FTEs and total FTEs for each school.
- It is important to accurately determine the number of FTE positions as this information will be used both to award schools eligible for the Schoolsite Employees Performance Bonus (SB 1667) and for schools that might receive the Certificated Staff Performance Incentive Act (AB 1114) award.
- It is not necessary to include documentation of your calculations with this form; however, documentation should be kept on site for accurate distribution of awards and for possible auditing purposes. All documentation should be kept for three years from the year of apportionment.
- **Certification should be returned to the CDE as soon as possible, but must be received by the CDE absolutely no later than February 1, 2001. If certification is NOT received by February 1, 2001, schools will not receive either of these two performance bonus awards.**

DEFINITIONS

What is an FTE position?

An FTE position requires the person(s) in it to work a minimum of a 6-hour workday. Districts, county offices, and charter schools may choose to use a longer work day in accordance with their local collective bargaining agreements. One person cannot generate more than 1 FTE position. Part-time positions generate a partial FTE on a proportional basis.

What does "...at each school site.." mean?

"At each school site.." means the employee in the position was employed by the district, county offices, or charter school at least 50% of the school year in which the award was earned, **AND** spent at least 50% of his/her total annual work hours at school sites, **AND** spent at least 20% of his/her total annual work hours at the eligible school site.

What is a certificated employee?

A certificated employee is defined as an individual in a position requiring certification who holds a document issued by the California Commission on Teacher Credentialing authorizing service in the public schools of California. Document is defined as a credential, emergency permit, or waiver issued by the California Commission on Teacher Credentialing.

What are classified and all other employees?

This includes all employees not requiring certification **AND** who meet the school site employee criteria above.

**PLEASE RETURN TO THE AWARDS UNIT,
CALIFORNIA DEPARTMENT OF EDUCATION,
SO THAT IT IS RECEIVED NO LATER THAN
5:00 P.M. FEBRUARY 1, 2001
721 Capitol Mall, 4th Floor • Sacramento, California 95814
(916) 657-3810**

